

Board of County Commissioners

Division of Planning & Development

Building Services Department

209 North Florida Street, Suite 5 • Bushnell, FL 33513-6146 • Phone (352) 793-0270 • FAX: (352) 793-0274
SunCom: 665-0270 • Website: <http://boecc.co.sumter.fl.us/plandevlop>



Commercial Building Permit Submittal Requirements:

Site

- ☐ Provide legal description, 911 address, and/or recorded deed
- ☐ Provide **3** copies of the site plan drawn to scale; showing the dimensions of the property, setbacks, easements, septic tank and all existing structures and all new improvements to be added to the site. ***You do not need to submit the complete civil prints to the building department.***
- ☐ Environmental health septic tank information/sewer connection details.
- ☐ Flood plain information; if applicable

Building

- ☐ **3** sets of signed & sealed architectural & structural building plans drawn to scale (**4** sets if in the City of Bushnell) including the following: construction type, type of occupancy, occupant load, square footage, elevations and details, wind load information, etc.
- ☐ General floor plan for each story showing all life safety & handicap accessibility requirements
- ☐ Signed & sealed electrical layout with load calculations & panel details
- ☐ Provide a plumbing riser diagram for domestic water and the sanitary sewer
- ☐ Provide a heating and air conditioning plan showing ductwork, grills, registers & supply duct smoke detectors; if required
- ☐ Fuel & gas piping layout & details
- ☐ Fire suppression system plan & Fire alarm system plan with details; if applicable
- ☐ Provide **2** copies (signed & sealed) of the truss fabrication layout & the engineering for each roof and/or floor truss
- ☐ Provide **2** copies of the State of Florida Product Approval numbers
- ☐ Provide the manufactures installation sheets for exterior doors, windows, siding, roofing materials, etc.
- ☐ Provide **2** copies of the Florida Energy Code Compliance Forms – State Energy Code requirements with the J forms
- ☐ Provide **2** copies of a completed Fire Data Sheet for Life Safety Review

Contractor/Owner Builder

- ☐ Contractor information including the company name, telephone number, address of the business and qualifiers name, license number, proof of liability insurance, workers compensation, and a copy of occupational license

Other

- ☐ A copy of the recorded Notice of Commencement is preferred at the time of permitting but must be submitted in our office ***prior to requesting inspections***

This checklist should be used as a guideline for submittal for building permits. For more detailed information for building plans and permits refer to the administration section of the Florida Building Code 2001 and the Sumter County Land Development Code. This list may have additional requirements depending on the type of permit required and the scope of work.